



Higher Education - Fiscal Note Best Practices

- Use a tracking spreadsheet to log the fiscal notes your institution is responding to (Sample available from DHEWD)
- Look at what was submitted last year
- Map out your institutions fiscal note workflow
- Handle tasks that are outside immediate control first such as estimates from IT staff
- Use data to make case
- Document sources of data and avoid assumptions
- Standards for PS & EE costs should be consistent across all bills responses each session.
- Internal consistency on different legislation with same impact
- Have and Institution single source/person for final review for consistency
- What is happening in other states or looking at national standards when applicable
- Reach out to other institutions and see how they are responding
- Ask DHEWD staff for help – Jeff, Gerren, Kristin

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